

Executive Registry  
178-3581

DD/A Registry  
78-4594/2

16 NOV 1978

15 November 1978

MEMORANDUM FOR THE DIRECTOR

FROM: Special Assistant/Aide  
SUBJECT: Actions Taken to Reduce Handwritten Corrections on Cables

1. For your information.
2. Subsequent to our discussion en route home from Europe in September, I have met with the ADDA and the Director of Communications regarding the problem of handwritten corrections on Headquarters originated cables and telepouches. At this point, 60 percent of all Headquarters cables have handwritten corrections. As a result of this meeting, the following actions have been taken:
  - a. The Director of Training has been requested and has agreed to expand course coverage in cable preparation.
  - b. The Acting Deputy Director for Administration has promulgated a memorandum to all directorates outlining the problems incurred by handwritten corrections to cables and establishing a goal of zero corrections.
  - c. Incorporation into DDA's MBOs the following objectives:
    - 1st year--15% reduction in corrections to 45%
    - 2nd year--25% reduction in corrections to 20%

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cc: ADDA

